



Code: 6136

Family: Operational Engineering
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Sub-Professional Engineering

CLASS TITLE: FIELD SERVICE SPECIALIST I

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level traffic surveys and field inspections of construction activity in the public way, and performs related duties as required

ESSENTIAL DUTIES

- Conducts field inspections of construction, demolition, and excavation sites to ensure the placement of proper barricades and signs for the safety of vehicular and pedestrian traffic
- Inspects construction staging areas to ensure compliance with relevant regulations (e.g., checking permits, confirming compliance of safety buffer zones with City ordinances)
- Inspects work sites to ensure the public way is safe and clear of obstructions and issues tickets for violations observed
- Interprets applicable City codes and ordinances to contractors and complainants
- Re-inspects problem areas to verify that ticketed violations have been corrected
- Conducts routine traffic surveys to identify current conditions (e.g., traffic capacity, parking restrictions) in connection with traffic engineering, traffic control, and parking studies
- Collects field information including the location of traffic signs and markings and the direction and volume of traffic flow for use in determining the need for traffic signs
- Reviews field notes on current conditions and traffic accident data to recommend the removal or replacement of worn or damaged traffic signs
- Prepares work orders to replace worn or damaged traffic signs, pavement markings, and guardrails
- Prepares field sketches and charts to illustrate construction, current traffic conditions, and activities to support other survey data
- Maintains daily activity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- One year of work experience inspecting public way construction and demolition projects, or interpreting blue prints for public way construction and demolition projects; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment

- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to hazardous conditions (e.g., traffic)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Two-way radio
- Levels (standard and/or electronic)
- Measuring wheel
- Digital camera
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- safety principles, methods, practices, and procedures
- surveying and traffic surveying principles, methods, practices, and procedures
- applicable federal, state, and local laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS – Add, subtract, multiply or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)
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